

The Guide – A Field Guide to Creation and Management of Student Organizations at Ball State
University

An Honors Thesis (Honors 499)

by

Jonathan Huff and Ky'lea Wright

Thesis Advisor

Dr. Timothy Berg

A handwritten signature in black ink, appearing to read 'Timothy Berg', with a stylized flourish at the end.

Ball State University

Muncie, Indiana

May 2012

Expected Date of Graduation

May 2012

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Abstract:

In an effort to utilize their personal experiences as student leaders at Ball State University Jonathan Huff and Ky'lea Wright have put together a field guide to creating and running student organizations. "The Guide" as they have affectionately nicknamed it, includes information on practical problems such as mission statements, writing constitutions as well as guidelines from the Office of Student Life and the Student Government Association. The work is divided into two sections; the first is a holistic explanation of day to day business of organizations and the second section contains forms, agendas and contact information that may be useful to groups.

Acknowledgements:

We would like to thank our Honors Advisor Timothy Berg as well as Mitch Isaac and Jennifer Jones Hall from the Office of Student Life, without their guidance this project would not have been possible. We would also like to thank the leaders who came before us at Ball State to show us the way and create the opportunities for growth that we have both been able to experience while here. Finally we would both like to thank our families; through their continual support and belief in us we have become "professional pursuers of our dreams."

The Guide - Why we wrote it and how you should use it.

I cannot tell you when the idea of writing *The Guide* (yeah, that's actually what we are going to call it) first came into the being. That is because it is a dream I stole. It was born in the mind of my partner in crime Jonathan Huff and as soon as he shared his vision with me, I knew I had to be a part of it.

This guide is the result of many nights of staying up late brainstorming, along with many days, both cold and raining and warm bright, spent in the library and our rooms, in coffee shops and in offices with professors. Mostly though, it is the result of our practical and meandering experience as student leaders and followers. Much of this is no more than anecdotal but we will tell you what worked for us, what didn't work and what we envision. As seniors, we have dedicated our lives to our prospective organizations and to chasing our passions. I can tell you upfront, neither Jonathan nor I would ever tell you that we are perfect leaders or that our organizations have never failed. *That*, actually, is the exact reason that we wanted to write this guide; so that future leaders at Ball State don't have to start at zero like we did. It might also be for the personal satisfaction of knowing that through this guide our knowledge and passion will live on at Ball State and our mistakes might become "worth it."

We have formatted this in a way that we hope that it will both be useful to sit down and read the whole thing, but also practical enough that it can be used in pieces, in a functional way. If you are starting from nothing, start from the beginning, if you are more experienced check out the Index and pick and chose, as you need. Please be kind and remember that we too are students, there may be errors of various types, and that something that worked for us may not work for you. My final request for the reader of this guide would be to take it as you will, do with it as you want, add to it as you learn and pass it on.

We have broken this guide into two parts: "The Word" and "The Tools."

“The Word” is intended to give you our account of what to do, when to do it, etc. from our point of view. This is the part of the guide that you read straight through. It will provide you with some insight that you will only get from students who have been there, done that, and already messed it all up once or twice. If you are a beginner, or you are facing problems with your organization as a concept, this will be the most beneficial part.

“The Tools” is sort of like a glorified appendix. In this section we will provide you with the names, phone numbers, forms, contracts, applications, etc. to get your organization functioning. This is the quick reference section of “The Guide.” If you are already started, or you have a great handle on the people but not so much on the process, then this is where you will find most of what you need.

This guide is meant to be read, amended, tweaked, ignored and lived by; all according to how you do what you do. If you take the advice, apply it to your situation and treat it as something that you can never stray from, then it may not work out so well. But if you read, think about it, and use it in a way that suits your needs and the needs of your mission, then this will truly help you get your vision off the ground and keep it there.

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Part One: The Word

Chapter One: Do you really need a student organization?

Yes, we know that you want one; but does a student organization really suit what you want to do? That answer may seem obvious, but we want you to think about a few things that may not have crossed your mind.

First, think about your mission. If your focus is around spreading a message for example, is that message one that you want to share control over? Is it one that others have expressed interest in helping to spread? Do your research and find out. After that, you may find that getting a slot on the campus radio station or doing something off campus better suits your message.

Second, think about the other organizations on campus or in the community. How does the organization that you want to create relate to what they already do? If it is similar why not get yourself into a leadership role within the already established organization? When you are trying to do something you're passionate about, the last thing you want to do is split your resources. And yes, we know that the existing organization isn't yours, and we know that they may be doing things wrong, but think about how you want to approach spreading the same message. Meet with the organizations leaders and advisor and work something out.

If you have done your research and put in the work, then it's time to go for it. Get your documents and your officers-to-be together, finish this book, and get going.

Chapter Two: Rethinking Student Organization's Organization

Really it should be "organization's function" but this title sounded so much nicer.

In trying to write The Guide one of the first walls that we hit against was not all organizations do the same thing and they don't function the same way. This made it really difficult to pass on information as to how many people you should have in a meeting, how you should brand, how you should recruit, what your meetings should be like, what you should do in your meetings.

An example of this would be how *The Board Game Club* would function a lot different than *Men for Ending Violence Against Women*. Ball State and students alike see these two organizations as the same though. They have the same rules, go to the same activities fairs, and are filtered through the same office. However, these two organizations have very different needs such as *The Board Game Club* might need to know if they are allowed to have snacks for their members if they are meeting in the Student Center and *Men for Ending Violence Against Women* needs to know how provocative their fliers are allowed to be and where they can distribute them.

Clearly, we needed to find a way that different types of organizations could use The Guide without having to read a lot of information that wasn't relevant to them.

However, as we tried to separate out the different types of organizations and their needs we found that there were still some basic and common similarities to all groups and general information that they would need.

Chapter Three: Hindsight Bias

"If I had to live my life again I'd make all the same mistakes--only sooner."- Evelyn Steinberg

Hindsight biases are something that I know a lot about, and so do you. It's when you lose your keys and you look all over the place for them and then once you find them you think, "Oh I should have looked there first!" This effect is one of the most frustrating parts of being in a student organization and of running one. There are so many times when you will work so hard to make something turn out right and try many different ideas, solutions and approaches, and

then when you finally communicate to someone that you found an amazing way that really works, people look at you like it should have been the most obvious. You are going to have to deal with hindsight bias all of the time as a leader, it just comes with the gig, but there are two very important things to remember when dealing with it that will make your life and the lives of the others in your organization much easier.

The first thing that you need to do is utilize your resources. It's frustrating coming up with the best way through trial and error – its infuriating doing it through trial and error and then finding out that the solution you needed the whole time was posted to the Office of Student Life's website. One of the best examples of this is what student organizations go through when trying to fund an event. Many groups will try to raise their own money for an event via bake sales or some sort of funding drive, but they totally disregard the sponsorships they can get from other organizations such as University Program Board, Residence Halls Association or Student Government Association. Just remember that Ball State wants your group to succeed and that is why they give these other organizations the money that they do. There are many great resources (as we detail in other sections), but you have to learn and be willing to utilize them.

The next thing that you need to remember is that while it seemed obvious at the end the trial and error footwork that you put in was completely necessary in some cases. What separates a good leader from a bad leader is that bad leaders think they need to have all of the answers already so they won't step out of their zone to figure them out, good leaders will acknowledge that they don't know everything and be willing to challenge themselves and work with others to find the solution. As the quote at the beginning of the section suggests, you should never be afraid of making mistakes you should only be afraid of playing it safe and never finding the one solution that could be really be a breakthrough for your group.

Chapter Four: Different Types of Organizations and How to Run Them

Community Based Organizations and Special Interest Groups

The What, Who and You...

Community Based Organizations and Special Interests Groups are exactly what they sound like; groups of students who have common ideas, dreams and goals who meet on a regular basis to discuss those ideas. This does not mean that these groups cannot take action within their community or educate others on their beliefs or causes, but it is not their main objective. The main point of these types of group is to create something within themselves. It is the cultivation of a place that like-minded people can not only call home but also truly feel like they are at home. This is an absolutely beautiful thing if you can create it and it is something that will impact the lives of your members in an incredibly positive manner – everyone needs to feel like they have a place where they are truly accepted, truly loved and can say how they feel and receive praise.

Some examples of these groups would be The Philosophy Club, who meets on a regular basis to just discuss different types of philosophy and how they feel about those ideas, departmental clubs such as History Club and different department honors society such as Psi Chi are other examples. The stress with these groups, once again, is what they create within themselves. They will have outside events or maybe small-scale fund raising, but nothing grand. Good examples of this are the History Club's annual Ghost Tours around Ball State's campus. They charge a small fee and they really aim to raise no more money than the cost of their t-shirts.

If you find that your organization wants to do something bigger than this or that the impact that you want to have is on a community outside of your group then you should refer to the campaign or hybrid section of The Guide. However, do not feel that if your organization is only a few members strong and you aren't well known around campus and you don't raise hundreds of dollars, that your group "isn't doing anything." If you can say that you created a group

where people felt safe and loved and affirmed in who they are and that you helped them grow throughout their college career or at least gave them one hour each week where they knew that they would laugh and be with a group of people they have something in common with you have had a huge impact. You have, in short, made people feel less alone. Loneliness is one of the great plights of the college student. According to the American College Health Association (ACHA) the suicide rate among young adults, ages 15-24, has tripled since the 1950s and suicide is currently the second most common cause of death among college students. If you can start a group that makes people feel less alone and relieves some of their day to day pressure, you could actually be saving someone's life. College is a tough time and these types of groups make the world a little less lonely.

Campaigns

Ok, this is going to be a stark contrast to that last section. Campaigns are active progression toward a goal, they are the employment of skill and tact and sweat and tears in order to get somewhere. Campaigns fix something, do something, and move forward objective by objective, day by day.

The What, Who and You:

So what exactly is a campaign? I could give you examples, but I don't think that would be the way to do this. If you want to understand a campaign, you need to first think about something that you want to change. It could be anything. Think about campus, about the city, state or nation and pick something that grabs you by the throat and begs to be changed. You have it? Ok, now think about how to change it. Who do you need to help you? The list doesn't need to be long, just those around you; in your classes, your dorm, and your other organizations that have their heads and hearts in the right direction. Take those and create a board, equal partners with the soul purpose of creating this change. You are out to spark a movement.

Now picture those people, at a round table in a basement with no windows. They are working and so are you. Everyone is specialized according to their talent, but the goal is the same. They

come to this room day and night and slowly but noticeably you begin to chip away at everything that prevents the change you want to see. There are hundreds helping now, the people are on fire for what you do. But the number in that basement hasn't changed, not by much. You are still partners, a small and efficient group of leaders with a common goal. That, in a nutshell, is a campaign.

Campaigns are not usually large affairs, well that is to say the active board isn't. The point of most campaigns is to reach a large group and associate them with the cause, but those are not "members" of the campaign, rather the product of a successful one. The campaign members are the workhorses, the researchers and the event planners and those who work with administration.

Campaigns are smaller, faster and more efficient organizations that work toward a specific and measurable goal. Ok, so doesn't every organization? Well, not exactly. Campaigns are different in that they are not a social affair, though hopefully you will find friends along the way, but rather they are a group of like-minded individuals using tactics to accomplish an end.

If you need an example think about it like this. You have two organizations; one a community based social organization, and the other a campaign. Both organizations center around "going green." Likewise, both orgs may hold recycle drives, host events that provide information about reducing your carbon footprint or have other "green it mean it" type initiatives. The difference is *how* they do these things.

Community-based organizations see an event as an event, they created a committee to plan it, had members and volunteers work it, etc. Campaigns see an event as a tactical step toward the ultimate goal of a greener campus. They involved local media and like-minded organizations with the goal of achieving a pre-set number of, let's say, "bottles recycled." When the event is over, measurement is taken and the work continued. Campaigns are running toward a goal and mapping the steps to get there. Let's get into the structure a bit more and see if it all makes sense.

Because these are action-oriented, campaigns are function over form. These are designed to accomplish task after task after task, they can be re-set and their course can be turned to suit the situation.

Campaigns are evenly distributed. I mean this in the sense of an even balance of power. Because a campaign is set up in such a way that multiple things are always going on... delegation is absolutely essential. There can be a leader of a campaign, usually referred to as an executive director; but this person does not run the show the same way a conventional organizational president does. The leader of a campaign manages, takes the goals and objectives and directs the team toward accomplishing them. Where your standard organization president helps you come up with ideas, the campaign director delegates and executes that idea.

Hybrids

The What, Who, and You...

You guessed it, hybrid organizations stand in the middle ground between campaigns and community. Believe it or not, a lot of organizations would fall into this category. What a hybrid really does is attempt to create a community atmosphere while still reaching toward a concrete goal. Sometimes this is the easiest route to take, sometimes the hardest, and sometimes you don't even know it's the route you've taken until you are already on your way.

Let's take for example BSU Alive here on Ball State's campus. They have a pretty concrete mission; "To decrease the suicide and depression statistics in the United States through persistent awareness campaigning and fundraising activities." This sounds like the kind of mission that a campaign might have, in fact the original name of BSU Alive was "The Alive Campaign - Ball State Chapter." But what we found was that beyond the straight-fire nature of a campaign, we also wanted to provide a community for people either struggling with suicide and depression, or just those who wanted to support the cause.

Getting into how a hybrid works, well honestly there is a lot of grey area. Hybrids develop a solid mission, and they progress toward filling it. But the movement is not so fast or systematic. They balance the emotions and fulfillment of their members with their goals. They do though have a few defining characteristics that will help you to be successful.

Hybrids have a strong executive board. This doesn't mean that they make every decision on their own, but they are the driving force behind keeping the organization moving toward its purpose. The boards are usually made up of similar positions as those that make up campaign boards, but hybrids tend to have specialty execs worked in. For example, the University Program Board here on campus makes up their executive board of vice president's and program directors. The vice presidents hold positions like administration, finance and member relations; while the directors (specifically called program directors) are in charge of leading teams that program the events that the organization is responsible for putting on.

Hybrids also focus a fair amount on the gaining of "members." It may seem that most organizations do the same, but not in the same way. Where community organizations gain those members who want to be there for their own sake, and campaigns need people to join the movement for specific purposes, hybrids gain members to grow; for the purpose of achieving their mission and well... growth for growth's sake. Hybrids tend to measure some of their success by number of dedicated members. Recruitment and retention are more prevalent here.

Hybrids change. The nature of our other classifications defines them pretty much to a tee, but a hybrid is a different story. Hybrid organizations have a lot of ground to caver, and depending on the mission or the personalities that make up the group, they can sit closer to a campaign or to a community based organization. They can operate anywhere in between, so use caution when you are running a hybrid, and watch where you stand. It is easy to lose focus.

We need one final BSU Alive example to wrap this up. After several years of maintaining a hybrid that sat very near the campaign line, the decision had to be made to change ourselves entirely. We had lost focus on our members because of the nature of our campaign-suited

mission. The problem was we ignored this too long, and when we tried to get our members back, we lost sight of the mission. Not a good semester. What had to happen was we needed to decide what we really were. We personally became a full-blown campaign, and operated as such. Those choices may come up with your organization, so just be aware, and keep evaluating.

Chapter Five: Governance

Writing Mission Statements

"The mission statement should be a clear and succinct representation of the enterprise's purpose for existence. It should incorporate socially meaningful and measurable criteria addressing concepts such as the moral/ethical position of the enterprise, public image, the target market, products/services, the geographic domain and expectations of growth and profitability."

Ok, let's break that down.

The mission statement should tell the world why your organization exists. If you can't think of something to say about that... you should go back a few steps. If you can, write it in a way that leaves nothing to the imagination. In that one sentence no one should ever need to ask you why you created the organization.

Beyond the reason for your organization's existence, the mission should describe well, a mission. Tell the public why you are doing what you are, but also tell them what you intend to achieve, and how you intend to do it.

The Society to End Gum Disease

"Concerned with the high percentage of people in the U.S. with gum disease"

- This is not a mission statement; there is no why.

"We are students here to end the epidemic of gum disease in the United States"

- Better, but this is not nearly specific enough... how do you intend to do this?

"To work toward better gum health through informative events and free screenings for students in order to reduce the cases of gum disease in Indiana"

- There we go. This tells who you are, why you are here, and what you intend to do in order to reach your goal.

Mission statements are the core of your organization. In every decision that you make, the first step is always to look back and ask yourself if the decision will forward your mission. If it doesn't, then this isn't the decision to make. The mission is what matters. I'd like to quote a couple of fellow students on this one.

Nick: We started an organization today about suicide prevention.

David: Oh yeah? Hit me with the mission statement...

Nick: Don't have one yet.

David: Then you didn't start anything...

Nick: Yeah... damn.

Writing A Constitution

[See the ISO example for a complete look]

The Preamble – This isn't your mission statement, but its close. Instead of expressing your reasons for creating the organization, express the reason for the constitution, your brief mission, and your intent to organize and establish a functioning organization

Picking the Name – Maybe you have already worked this out, maybe not. If you came up with the name before you came up with your mission, I would think about taking another look at that. The name should come from your purpose, and should be chosen thinking about three key things; expression, memorability and form.

The name should be expressive of the organization's goals. It can be creative, but rarely does it work to have a name that has nothing to do with what you actually do.

The name should be memorable. People are going to see your name less than you would like over the first semester or two. So when they do catch a glimpse, it needs to stick.

Avoid overly long names, or words that are hard to pronounce or spell. Also consider avoiding names that sound like other things, to avoid confusion.

The name should have form. Good sounding words, interesting phrases, and creative ideas... these go further than you might think. Our advice is that you get your message nailed down, and get some possible names. If you have a few that equally describe your message, it's not wrong to choose the one that just sounds the best.

The Purpose – This is the place for your mission and your meaning to the university. The example tells you to talk about how you forward BSU's mission. I hope that also you think about, and express, the way that students will benefit from your presence on campus. On that same note, don't forget your local community.

Membership – The example does well on this one. Lay it out simply but don't leave anything to the imagination. This is one that a lot of organizations think that they won't have any issues with, and it really sneaks up on them. From personal experience, I can tell you that what is required from the members is a key part of solving any issues you may have.

Officers – The thing to remember on this one is "*if it isn't someone's job, it's no-one's job.*" What I mean by this is, delegate all of the responsibilities to one officer or another. If you have to delegate a responsibility to multiple officers in a team setting, make sure that is really well defined. Separate it into pieces and give each a piece.

This will change over time. By the end of the first semester officers will be doing jobs that weren't theirs and will have their jobs being done by other. That's just the way that it is. This area will demonstrate the need for constitution reviews at least once a year.

Beyond those provided rules, we have a few tips and tricks to share.

First, don't do this alone. Too large of a group could bog down the process yes, but a small group of two to three of those people interested in the cause will be infinitely helpful.

Next, when you sit down to write the constitution, write out the mission statement and put it on the table, screen, whatever. When its there in front of you, hopefully you wont contradict it when you are writing. If you do, there are adjustments to be made.

Finally, and we cannot stress this one enough, stick to what you write until it changes. That's obvious right? Not so much when you get going. There will come a situation; in a meeting, during an event, what have you, where something will go down that makes you realize that some part of the constitution doesn't best suit your organization's methods. Remember that you do not have the authority to amend it there on the spot. Call an emergency meeting if you have to but if we can give you any advice in this area it is that if you start ignoring your constitution, you will keep ignoring it. Make the changes, approve them, go on with life but never forget that you wrote this like it was law, it governs your organization and it needs to retain that place of power.

Chapter Six: The Day-to-Day Stuff

Advisor Responsibilities

Each advisor perceives his/her relation to a student organization differently. Some advisors play very active roles, attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship to the organization. It is expected that each advisor will maintain regular contact with his/her organization. An advisor accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. The responsibilities of the advisor can be divided into three main categories:

- Responsibility to the organization
- Responsibility to the individual members
- Responsibility to the university

Responsibilities to the Organization

The advisor should:

- Develop clear expectations about the role of the advisor and the relationship to the organization.
- Assist the group in setting realistic goals and objectives each academic year, ensuring opportunities for educational and personal development.
- Help the organization justify its expenditures of students' time, abilities, energy, and funds.
- Be well informed about all plans and activities of the group. This can be achieved through regular attendance of meetings and/or frequent meetings with student officers.
- Discourage domination of the group by any individual or group of members.
- Assist in promoting group interest by evaluating programs.
- Assist the group in making sure that proper paperwork is submitted to the Office of Student Life.
- Assist officers with procedural matters.
- Check all and receive copy of all official correspondence before and after it is sent.
- Be knowledgeable of the organization's history, purpose and constitution and help the general membership adhere to them.
- Be visible and establish an attendance schedule for organizational meetings.
- Be available, especially in emergency situations.
- Be consistent with actions in serving as a mentor and mediator of conflict.

Responsibilities to the Individual Members

The advisor should:

- Seek to assist the students in maintaining a balance between the academic and the co-curricular aspects of student life.
- Encourage each to participate in and plan group events.
- Encourage students to accept responsibility for specific parts of programs and help them recognize the importance of their roles in relation to the group.
- Be concerned about developing the leadership skills of members, particularly the executive board, by discussing and helping to analyze group interactions and decision making.
- Be aware of the goals and directions of the organization and help members evaluate their progress towards those goals.
- Develop a strong working relationship with all the officers. Establish as needed, meetings with individual members of the organization who need additional guidance in their officer or committee positions.

- Maintain a complete officer and membership list with addresses and phone numbers (or know where to easily find one).

Responsibilities to the University

The advisor should:

- Work with students to help them plan programs that are beneficial to students and consistent with the educational objectives of the University.
- Become familiar with the policies and procedures pertinent to student organizations and ensure they are followed.
- Be knowledgeable about, and comply with federal, state and local laws and ordinances, as well as campus policies. Inform the group of pertinent policies regularly.
- Cancel any activities when you believe they have been inadequately planned, violate University policy or are unsafe.
- Represent the group and its interests in staff and faculty meetings. Reach out to other advisors or departments (i.e. The Office of Student Life) for assistance.

Adapted from Office of Student Engagement at Missouri State University

<http://organizations.missouristate.edu/guide/29242.htm>

Taken from Ball State University's Advisor's Handbook 2011-2012

Running Meetings

There are two keys for successful meetings and they are both very simple. The first is having an agenda. There is a sample agenda included in the appendices of this guide and you should be able to easily rearrangement it for anything you need. The point of having an agenda is that your members now know exactly what they can expect. It is like a road map and it makes everything run a lot more smoothly. As a leader of an organization the agenda will help you too. Since you have to prepare it ahead of time it will help you make sure you have all the materials you need for the meeting. Also remember that you agenda is an agreement. It is an agreement to focus on the issues that are actually on the agenda and not to get side tracked. There is a section for "New Business" at the end of the sample agenda. In this section members can bring up their new and their concerns but it should have no other spot in the meeting. If you are a social organization feel free to include a time for socialization at the end of your agenda, but make sure you get through what you need to get through to stay functional first.

The second key to an effective meeting is a respect for your members. I mean this in the obvious way of letting everyone get their say in and have the chance to add to the meeting, but I also mean in a manner that might not seem so obvious. Time. If you tell your members that it will be a 30-minute meeting, make it a 30-minute meeting. If someone is running late don't make everyone in the group wait for them, this is telling your members that that one person's time is more important than everyone else who chose to show up on time. If a member walks in late don't reprimand them in front of the whole group, but also do not stop everything to fill them in, if they missed something important let them know at the end of the meeting. Hopefully all of you members love being there and don't mind spending extra time in your meetings, but they will all appreciate knowing exactly how long things are going to take so that they can maintain their busy schedules.

The next sub-section will walk you through one of the more popular constructions for running a general meeting.

Robert's Rules of Order

Roberts Rules of Order are a more formal way of running a meeting. They are as useful as they are used, but if you decide to adopt them they will help add structure to your meetings and help to insure that everyone can make their voice heard while also not having meetings get too far off track. If you don't want to have meetings that are very formally structured except on occasions you can vote to suspend Roberts Rules of Order for all meetings that do not fall under a special category, such as elections. The way that the rules work in general is that there are a list of motions that every member can make, the motions are listed in the chart below, when a member wants to make a motion they raise their hand and the President calls on them. Once they are called on they start by addressing the President and then state their motion.

An example of this would be if a member thinks that there is too much side chatter going on in the meeting they would raise their hand, the president would call on them and they would say, "President, I rise to a question of privilege, I think that there is too much side chatter in the room right now and I am having a hard time hearing what you are saying." The President would then respond by saying something along the lines of, "Thank you. I would like to remind

everyone that we must keep side chatter to a minimum so that all members are able to hear what is being said.

While some of you might feel that Roberts Rules of Order are a little too formal for different organizations, they are very useful for important meetings such as elections, debates and important decision-making. The graphs following make Roberts Rules easy to use and can be distributed to your members as a reference chart.

Planning Events

Now this isn't an event-planning guide, but we want you to be aware of how events go down when you are an executive member of any organization. We also want to give you some tips on making sure that these events are planned, carried out, and followed through with properly. We will start with the big picture.

Events, for most of you, are going to be a significant part of your organization. I can promise you they will probably be the most memorable for your members. Events can be incredible tools for a lot of reasons; they show off the organization to the campus and build a following in a visible way. Events also give your members a chance to stretch their creative muscles, and get some good practice in on getting things done. But possibly the most beneficial part of the event process is that it builds community and organizational identity. When it's time to plan events for your organization, make sure that all of these benefits are being recognized in as many members as possible.

Events play out in a certain way, depending on the makeup of the organization. For campaigns, one person, or a small group of people handles events. These events are probably geared toward an objective set by the organization. They are most likely measurable and persuasion oriented. As a director, events probably run the smoothest in a campaign setting. In a community-based organization, or a hybrid that falls close to this line, it may take a little more

direction from the executive board than the organization may be used to. Obviously, the 20+ people that consider themselves members can't all plan the same event; brainstorm maybe, but not plan to completion.

In these situations, it is our recommendation that a small group be elected to plan the event once the idea is born. Have a brainstorming session, agree on a general idea, and then give that idea to the elected or appointed committee. They can have a week or two to actually plan the event down to the small print, and then they have the opportunity to present it to the general members. Once their plan is approved you are on your way.

Just as a side note, events won't always go off without a hitch. Things will happen that will seem like the end of the organization as you know it. Take a deep breath, it isn't.

Funding

We would just like to make a brief note about funding, as this may be the part of the organization process that will change the most over the years.

The university offers funding to student organizations on a semester-to-semester basis. This isn't in large amounts, it doesn't come along on it's own, and much of the time doesn't come at all, even after a considerable deal of effort. But all the same, it is worth the conversation with your advisor on this topic to give your organization a shot at a couple hundred dollars per year startup money.

There are, of course, many other options. There are fundraisers such as sales, benefits and donation points. It may seem like you won't get far, but the sale of t-shirts, wristbands or other memorabilia may get you a fair amount of funding. Obviously these things require some initial capital, but if you can get that going, it may pay off. Benefits and donation points are great also. If your mission attracts a lot of attention, then enlisting the help of some campus actors or

musicians (trust me all it takes is a mass email) to put on a benefit concert can actually get you a great deal of followers and some real money to get things moving.

Co-sponsoring with another organization is another good option. Several of the largest organizations on campus have budgets specifically intended to help smaller organizations promote their mission. Now this money will not go to the general organization fund. Campus co-sponsorships are there to fund a specific event or promotion, not just to hand out checks. Look in the appendices for some co-sponsorship forms, and remember to CHECK THE ISO GUIDELINES before you do any fundraising. A penalty for breaking the rules on raising money can kill a young organization.

Chapter Seven: Branding

We will start with defining a brand...

“A brand is a fine mist built on thousands of interactions aligned to create one powerful experience.” It is the sum total of all associations—both good and bad—that stakeholders attribute to your organization.”

– That one comes from good old Ball State herself.

A brand is the image, feeling, word, color, tone, etc. that people associate with your organization and vice versa. A brand is the image of your organization in the eyes of the public. Wal-Mart = cheap, mass-produced, empire. Coca Cola = refreshing, classic. You get the idea...

Creating a brand is not easy. People don't get things into their heads quickly, not as a collective group anyway. Creating an effective brand that is both recognized and respected involves the following steps...

Choosing a name, logo and slogan - It isn't to say that all organizations have to have all of the above, but done well, they are a great idea.

Keeping the mission clear and evident – When people see your mission, and see that it is being accomplished; you have added an incredible amount to your brand.

If you remember nothing else, remember this phrase... *"Brand management."*

A good brand will make you invincible. If when people think about your organization, they think about a strong group of people, or a noble cause, or a fun place to be, then you have hit the nail on the head. A good brand means also that you are not easily forgotten. Good brands create recognition through memorable slogans, logos, or even a constant presence in the lives of students.

A good brand though doesn't last forever without any work. Branding is something that takes a constant eye and requires repairs to be made when necessary. You pack an auditorium for an event and the speaker cancels... brand is shot. Your president decides to freak out during a meeting and cuss out the whole room... brand is shot. People find out that the VP for a religious group is cheating on his wife... brand is shot. You see how easily this balloon pops?

So here we are again at brand management.

This will take work, but those steps listed above are not one-time things. Nothing about a brand ends, not before the organization does anyway. The brand is a position that the organization occupies in the minds of the public. Brands move and change based on any to all of thousands of criteria.

It is the responsibility of everyone in the organization to consider themselves "brand ambassadors."

What is a brand ambassador? In short, it is someone who should, by reason of association, reflect the mission and values of the organization. This means you. A brand ambassador is anyone and everyone who represents what your organization is to the public. Now of course you can think of these people being the president, the board, committee chairs etc., but in reality on a campus that only has so many people on it, everyone is a brand ambassador.

What does that mean? - Simple. Everyone in your organization needs to be well-acquainted with what your organization is all about. They need to know it and they need to live it. They are a part of the organization all the time.

Chapter Eight: Conflict

Understanding and Appreciating the Place of Conflict

"A good manager doesn't try to eliminate conflict; he tries to keep it from wasting the energies of his people. If you're the boss and your people fight you openly when they think that you are wrong - that's healthy."

- Robert Townsend

One of the most underrated tools in leading a group at any level is conflict. Yes, that is what I said *conflict*. The most important thing about conflict is to remember that it has a place and that there are perimeters in which it is the most useful, if you can't remind in control of the conflict and prevent it from becoming *combat* it will rip your organization to shreds. You must be straightforward when addressing conflict and remember everything you learned about "constructive criticism" when you were doing all that "peer editing" in middle school. Here are some basic rules on how to manage conflict and make it positive.

The most basic rule for managing conflict in a positive manner is that you must never, *absolutely never*, ignore a conflict within your group. Anyone in your group is giving you their personal time and while you cannot take everyone's input all the time (because then nothing would get done) every member of your organization deserves to be heard and if they don't feel heard and accepted they are going to take that opinion elsewhere.

One easy way to let people know they are being heard but to keep group meetings focused and on track is to use a tool that I call "Parking the Bus." On a chalkboard, or a sketch pad that you have in the room write in big letters "PTB." Explain to everyone that their opinion is valued, but for the sake of respecting everyone's opinion and everyone's personal time, discussion points that become too heated or that start to take up too much time within the meeting will be "parked" and then revisited at the end of the meeting.

This has several positive effects. The first is that it allows everyone to get some cool down time if the conflict has gotten too heated. People can also clear their thoughts and compose them so that they can be communicated in a manner that makes the most sense, instead of having to respond to things emotionally and on the spot. The second thing that it does is it simply lets people know that they are heard. Even if nothing comes of their point, it was noted and written down. Finally, it allows group members who have other places to be, or have no interest in that particular issue the chance to leave at the end of the meeting. This method allows everyone to feel like they are valued, are allowed to give input and no one's time is "wasted."

If you find that a difference in opinion becomes more complex than parking the bus can handle you should employ the "Before, During, After" approach. Talk to both sides before the next meeting; get to know their opinion, where they are coming from, how they are feeling. On your agenda (See the "Running a Meeting" section) schedule a specific time for both groups to talk, if you don't you will often find that your whole meeting is tense in anticipation of when the conflict will manifest itself again. After both groups have talked make sure you meet with both sides before the next meeting. Give them feedback on what you thought of how they approached the situation, make sure that they aren't extremely upset if they are the side that "lost." However, tread lightly in this respect because you never want to open up the possibility that you think that the side that "won" was wrong. Let both sides know that you are talking to the other about it. Communicate openly so that no one feels like you are dealing with them in an underhanded manner.

To ensure that the conflict is dealt with as smoothly and responsibly as possible try to encourage all sides to use the "Feel, Felt Found Method." In this communication method statements that may seem like personally charged attacks like "I think that your idea won't get anything done! I think that my idea is better," are refocused to more thoughtful and inwardly focused phrases like, "I have found in the past that handing out flyers did not work. When I was doing it I felt awkward, out of place and like people weren't paying attention. I feel like maybe we should refocus on something that is less labor intensive for the group and will reach

a greater audience, like campus chalking.” This method is not fool proof, but I have found that it often makes people feel like they are not being personally attacked and it reminds group members that they care about each other, nothing stops a nasty argument like a member sayings, “I understand that you feel very passionately about this but when I don’t get to voice my opinion it makes me feel like I am not valued.”

While conflict can be useful within a group setting and can generate new ideas and a healthy feeling of group, it is important to remember than “conflict for the sake of conflict” is not a positive thing. If you find that your group is always agreeing and everyone gets along, don’t think that you need to do something to “stir the pot” or motivate people by creating conflicting ideas. In my experience the time that my organizations got the most done was when we all felt like we were “on the same page.” I have found in the past that members of group will become the devil’s advocate and just disagree with something because they like being the one who always disagrees (I don’t know maybe it makes them feel edgy and hip but its silly). If you find yourself with someone like this in your group you need to address this situation right way. Don’t attack them, but confront them. Try to approach them in a way that shows they are still valued. For steps on how to hold a difficult conversation like this refer to the pretty chart that I made for you titled, “Sometimes Conversations Suck, but Here’s How You Do it”.

Personally, failure to address conflict immediately and in a way that produces a positive outcome for everyone involved is something that I struggled with at the beginning of several of my leadership positions. The best example I have of this is the only thing that I would really say is something I that I did during my time as President of Amnesty International at Ball State. In my head I refer to this incident as the case of “Tom.”

Tom joined our group in the middle of a semester where the members of Amnesty had already formed particularly close bond. Tom was tall, nice, and passionate about our cause, a dedicated group member but he was also bald and had a voice that was always a bit too loud. At first we were all very excited to have new group member, but then everyone quickly found

that Tom had a very different personality than the rest of our group. Let me clarify, he was not mean or conceded or anything that should have truly been seen as a negative, he was more introverted than the rest of our group. Because we were all so close and David didn't fit perfectly into our personalities he always seemed to be on the defense.

Several times he made negative comments about our meeting places being changed last minute, and he didn't always agree with the organizational decisions of my vice president and me. I saw the trouble coming with Tom from miles and miles away, and I did nothing. He played such a small role in our group that every time he would mention feeling left out I would basically pat him on the shoulders and say, "Oh man Tom, I am really really sorry. Our group just takes some time to adjust to things; I really think you are great though! Keep coming, it will get better!" I am not proud of it, but I never actually did anything to address the problem, I didn't see it as a top priority for the group.

The conflict with Tom came to ahead with our fall elections. He wanted to be our webmaster again; he had been given the position because no one else had stepped up to take it when we determined that we needed it. Another girl in our group had decided that she wanted it and I knew that most of the reason was that she didn't want him to have it, and also partially because she thought I didn't want him to have it. I once again didn't talk to either party about the conflict; I thought that it being done by vote would make it where Tom wouldn't be able to be mad that his position was taken away from him because it would be no one person's doing.

After I announced that the other girl had been voted in, Tom publicly lost it. He told off our whole group, said that they weren't accepting and didn't hold up our values and a bunch of other really hurtful stuff. He personally attacked almost everyone in our group, except for me. I had failed as a leader on so many levels. The reason that he didn't attack me is that he *believed* me when I had had the halfhearted conversations with him saying that I cared and wanted things to get better.

At so many different points I could have dealt with the conflict. I don't know if I would have been able to create a different ending where Tom chose to stay in the group, or even where he got elected to the position, which honestly he deserved. I do know that I had addressed the conflict the first time I sensed it. When group members were discussing how much they disliked Tom, how he was too loud, or seemed mean, I should have talked to them right there and told them I didn't care if they didn't *like* Tom, but he was a member of our group and he contributed a lot and needed to be valued. I should have also probably just told them to stop being mean. Also, instead of telling Tom it was ok and nothing was going on, I should have explained to him *why* he was experiencing conflict in our group.

He was too loud, he did interrupt people and wasn't always considerate of other people's feelings. In the end however, I chose to protect myself and not my group. I was not a leader, I was just afraid of people disliking me. From the conflict with Tom, I learned a lot and I actually owe him a great deal because it improved not only who I am as a leader but as a person. Confrontation is still not my strong point, but I realize that it is a necessary thing and I understand the process to make it less painful.

Chapter Nine: The Office of Student Life and You

"Keep in mind that part of growing up is learning how to deal with difficult issues, and the benefits can be great if you have the courage to ask for help. Human beings are not designed to go through life alone. No one has to bear the burden of the tough times all by themselves."

-Jack Canfield, Mark Victor Hansen, and Kimberly Kirberger

The Office of Student Life or OSL has some absolutely amazing resources and people and no matter what stereotypes you have about them, you need to learn to use them, use them, use them. In their own words Student Life:

"Provides many opportunities for involvement and personal growth. We offer opportunities in leadership development throughout Leadership Students Minor as well as the Excellence in Leadership program....WE offer opportunities for students to get involved in the community and make a positive impact on the lives of others through the Student Voluntary Services program. We are also home to several multicultural organizations providing you the chance to grow and explore various cultures and ethnicities."

Student Life truly wants to see the organizations here at Ball State thrive, but they cannot help you unless you play by their rules and also keep in contact with them. Some of their rules might seem silly, or arbitrary, but try to realize that they all exist for good reasons and are not simply put there to prevent you and your organization from having fun. If you are having following or understanding the rules even after looking through this section of The Guide, we highly encourage you to visit the office or call Student life. They are located in room 133 of the Student Center and their phone number is (765) 285 - 2621

The Basics

Here are some of the basic things that the Office of Student Life can offer you and the basic responsibly that are required of you.

Copy Services

Organizations can have copies made at the Cardinal Cop Center located in AJ 247. Payment for copies can be made with cash, debit card or charged to the organization's university account

Financial Services

Organizations may hold a university account for financial transactions. For more detailed information, refer to the Financial Accounts section of The Guide

Mail

Organizations can send large quantizes of mail at the bulk rate through Central Mailing, as long as the organization has a university account. If you need more information contact the Office of Student Life. If you want to obtain a mailbox this service is free of charge. Mailboxes are located in the Student Center, just email studentlife@bsu.edu and your group will be assigned a mailbox. One requirement of having a mailbox is that you agree to empty it once a week.

Organization Email and Web Space

Organizations may obtain a Ball State email account or web space on the Ball State server. Pick up a Username Request Form from the student Life Office

Publishing Organization: Sponsored Events on the Communication Center

Organizations can submit information online at www.bsu.edu/studentlife/appsforms. This is a very important service that Student Life offers you, the form is easy and it is a great way to publicize your events. **Take advantage of this.**

Updating Organization Information

This is incredibly important. To remain in good standing, organizations are required to submit the following information to the Office of Student Life:

- Advisor information - Submit every September the contact information for the faculty of professional staff advisor
- Constitution - Submit every 3 years if changes are made
- List off current officers - Submit each September
- Roster of members - Submit each September, and again in January if the roster changes

Organizations information can be updated by emailing studentlife@bsu.edu and indicating the name of the organization as well as either the name of the advisor or officers, or attach a membership roster or updated constitution.

Scheduling Conflicts

Every attempt should be made to avoid scheduling two major events of the same nature for the same date. There are also weekends known as “black out days” where it is strongly advised to not schedule anything. Examples of this are Homecoming Week and Dance Marathon.

If there is an important event that your organization is holding and you know in the previous school year the date that you want the event to be held in the following school year, you can apply for a priority date. To fill out the priority date form visit:

<http://www.bsu.edu/forms/studentlife/priority/>

Professional Shows

All professional productions (those involving anyone other than BSU student, faculty or staff) sponsored by campus organization must be scheduled a minimum of ten days apart, regardless of location. The Director of Emens Auditorium must also approve productions held at Emens.

Final Exam Period

Major events and activities, which are significantly time-consuming, may not be scheduled during the final exam period. No field trips involving absence from class on the part of the participants may be scheduled during the final exam period. Organizations who want to have Pizza Partys or Study Groups should feel free to do so.

Proper Identification

Students must show their BSU I.D. for admission to dances and other late night events

Signing Contracts

For your groups' protection, contracts for speakers, bands or artist should be signed with the name of the group contracting, rather than the name of the individual. The Assistant Vice President for Student Affairs' Director of Student life, SC 133, should also review contract at least one month in advance of the performance. Student groups utilizing SGA fund for co-sponsorship must use BSU contracts.

Invited Speaking Guest

Recognized BSU student organizations have the privilege of inviting speakers to campus, but must follow the following criteria

The speaker cannot urge the audience to take actions which are against the rules of Ball State University or which are illegal. They cannot advocate or urge the audience to modify the government of the United States or the State Law of Indiana through violence or sabotage.

Chapter Ten: Troubleshooting

Ok, so this doesn't really read like a chapter, but you get the idea. This section will go through all of those things we didn't think about, the ones that caught us off guard. Basically, this is where we wished we had some good advice.

The Bad Days

There will be bad days. Days where you think that you are accomplishing nothing, and sometimes less than that. People will disappoint the organization. You will disappoint the organization. Things will fall through. The weather will be bad. People will not like the group. People will not like you. People will say so. You WILL want to quit.

Now that it's out, let's have a little discussion that I like to refer to as "putting on your big kid pants and getting over it."

You are not the organization. It lives and breathes on it's own as a collective of the missions, intentions, thoughts, ideas, concerns and inconsistencies of all involved. What you, as a creator and manager of the organization need to remember is that there is a response to every situation. Let's run through a few that I experienced...

Anyone there?

This one is two fold; either no one showed up or the people that did well, really didn't. The first part is simple, regardless of the agenda or plan, you have three people in the audience, not enough to take a vote or make anything happen.

When you get here, it's an opportunity to personalize the group. The most important thing is to not get frustrated. If the plan doesn't get followed, go with it. Have a brainstorming session with the small remaining group, deal out personal assignments for the coming week, take

something from the standing to do list and use the meeting as a work session. There are opportunities in nearly all of these situations, and small groups can really get some work done.

The second of these scenarios is the more difficult. You have bodies in the seats, but they checked out a long time ago. Your first defense is undying optimism. Talk about what **is** getting done today and what **will** happen in the following days. If you ask for the opinion of the group and no one so much as looks up, push it along. This only goes so far mind you, but the passion is contagious. The second tactic is to pass on the leadership role. Get someone out of his or her seat and talking, maybe something about the way they do things will spark the group. The never in this situation is giving up. If you call the meeting or choose to be condescending about the group morale, the week has been pointless.

Another one bites the dust...

People are going to quit. Whether they outright walk out, slowly attend less and less, or one day just stop coming, it is going to happen once or twice. Before we get into what that does to group morale, let's hit the steps on someone leaving the group; confirm, maintain, inquire.

Confirm that they really quit – this should be simple and concise. Note through email, text, phone or whatever you've got that you have noticed that they have been missing and ask what you can do or if they intend to be back. **Do not pressure them into returning**, odds are if they didn't want to be there anymore, then they won't be a very good team member when you drag them back.

Assign their responsibilities to someone else – Don't make a scene or let the group get behind because of a missing person. Quietly ask those who are interested to tackle whatever the lost member was handling previously. The movement forward and the accomplishment of the mission are the most important things to the group.

Inquire as to why they left – This isn't to get them back, or to creepily stalk someone who didn't like you. This is just to ensure that it doesn't start happening all over the place. If the person didn't like the group demographic, or the way that the organization was run, maybe there is something wrong with the system that can be addressed in a constructive way

Chapter Eleven: Our Final Thoughts

Ok, so here is the part where *you* learn from *my* mistakes. I have started one organization from scratch and worked with another that was in full swing, so I know the ropes but I was never without my faults as a leader. The biggest fault of them all was simple; I never shut up.

I know it isn't an awful thing to be an involved leader, especially with a new organization, but there is a line between involved and trying to run every aspect of every project. I didn't know how to delegate things to my members, and as a result I put everything onto my plate. Long story short, I often dropped the ball.

There is a reason that the organization has members other than the president, its called getting things done. Now I know that by the time you get to the point where the organization can actually DO something, you will already have poured your blood, sweat and tears into the damn thing. I know, as much as anyone you will ever speak to, that this thing will become your baby. But like kids, I assume, organizations have to be allowed to grow up. Learn to delegate the tasks and the organization will survive, and more so it will outlast you.

The second thing that I can teach you is how to get through the bad days. I know we hit on this already but the emotional tax that an organization can be it astonishing. Every now and then you WILL come into a meeting pumped up and ready to go, and the response will not be there. You will talk and talk and talk, every ounce of your soul hoping to get a response out of someone; an idea, a thought, anything, and it just wont come. Some days you will be the only

person who shows up and all the things you had planned to do will go out the window. Those days are coming... but they won't last.

Remember this simple thing and you will get through it. You are not the organization. The cause and the thought will live through one bad week, even though it may be hard to believe.

You have a mission, you have a plan, you have a guide. We have seen people create things on this campus that literally changed lives. We know that we will come back and see more. We hope that we helped, and that you can use some of the junk we have gone through to make your organization as strong as it can be. We'll be checking in.

Part Two: The Tools

This section is made up of the forms and procedures that you will need to get your organization running, keep it running, and make it a success. This is not an exhaustive list and things do change, so contact the Office of student life, or the organization to which the form may apply to make sure that you have the correct version.

Remember that these aren't just guides to the forms; most of them are the forms themselves. So feel free to make a few copies and keep them around.

We suggest that you take a look over all of these forms before you get started. This way you will know what to expect and what materials you may need in the future. Some of these forms may remind you of things you never thought about before.

We also recommend that you keep this guide with you. The quick reference can be really helpful and well... we'd love to see some of these floating around campus someday.

BALL STATE UNIVERSITY

INTENT TO ORGANIZE FORM

FOR GROUPS INTERESTED IN BECOMING
RECOGNIZED BALL STATE STUDENT ORGANIZATIONS

Name of Group: _____

Purpose of Group: _____

Acting President
or Chairperson: _____ *(This person must be a Ball State student)*

Address: _____

Telephone: _____ E-mail: _____

Additional Officers/
Student Contacts: _____ E-mail: _____
_____ E-mail: _____

Organization's on-campus mailing address: _____

Faculty Advisor: _____ Department: _____

Telephone: _____ E-mail: _____

Signature of President
or Chairperson: _____ Date: _____

Signature of Advisor: _____ Date: _____

Submit completed Intent To Organize form and constitution to Student Life, SC 133. Questions? Call 285-2621.

This section for office use only

The privileges accorded a temporary group will be in effect until this date:

Date ITO received:

Date constitution received:

Date sent to SAC:

BALL STATE UNIVERSITY

INTENT TO REACTIVATE FORM

FOR GROUPS INTERESTED IN REACTIVATING PREVIOUSLY
RECOGNIZED BALL STATE STUDENT ORGANIZATIONS

Name of Group: _____

Acting President
or Chairperson: _____ *(This person must be a Ball State student)*

Address: _____

Telephone: _____ E-mail: _____

Additional Officers/
Student Contacts: _____ E-mail: _____

_____ E-mail: _____

Organization's on-campus mailing address: _____

Faculty Advisor: _____ Department: _____

Telephone: _____ E-mail: _____

Signature of President
or Chairperson: _____ Date: _____

Signature of Advisor: _____ Date: _____

Regarding the organization's constitution, please indicate one of the following:

___ The group is planning to abide by the most recent constitution on-file with Student Life
(most recent constitution must have been approved by the Student Activities Committee within the past three years)

___ The group has attached a revised constitution

Submit completed Intent To Organize form and constitution to Student Life, SC 133. Questions? Call 285-2621.

This section for office use only

The privileges accorded a temporary group will be in effect until this date:

Date ITR received:

Date constitution received:

Date sent to Ex officio:

BECOMING A RECOGNIZED STUDENT ORGANIZATION

What To Do To Become a Recognized Student Organization:

1. Review the information in the Intent To Reactivate packet.
2. Submit to Student Life (SC 133) a completed Intent To Reactivate form and a constitution for your organization and wait for approval.

Things To Consider Before Beginning the Process:

There are specific guidelines that must be followed in order to reactivate a student organization and become recognized at Ball State. But before you begin the process, there are other issues to consider so as to effectively organize your new student group.

1. Purpose –
 - How will your organization be defined?
 - What are your proposed goals?
 - What are you hoping to accomplish?
 - How do you fit in on campus?
 - What role do you want to play?
 - How will you pick an advisor?
 - Is there a department with whom you can or will be affiliated?
2. Membership –
 - Are there other people you already know who would want to join?
 - How are you going to identify other potential members?
 - How will you convince them to join your organization?
 - What will this group have to offer? Can people find this elsewhere?
 - What kind of commitment will members have to make?
 - What makes this group unique?

Details on Becoming a Recognized Student Organization:

1. Completing the Intent To Reactivate Form (ITR):
 - a. Ball State students interested in starting a student organization that is recognized by the university must complete and submit the ITR form.
 - b. All student organizations are required to have an advisor who must be a Ball State faculty member or professional staff member.
 - c. All student organizations are required to have an on-campus mailing address. If you do not currently have an on-campus address, there are mailboxes located in the Student Center that are available to student organizations. If you are interested in securing a mailbox, you may speak with the support staff in the Office of Student Life and one will be assigned to your organization.
2. Creating and Submitting a Constitution:
 - a. If the previously approved constitution for your group is less than three years old, you may use this as your current constitution, although any constitution changes required by the Student Activities Committee in the last three years must be applied to your previous constitution. If the group is creating a new constitution,

follow the requirements as stated in the Constitution Construction Guide contained in this packet.

- b. All organizations submitting constitutions for consideration shall be required to include in their constitutions a statement regarding membership which **limits** regular membership to Ball State University students, faculty, and staff. If the statement "membership is **open** to..." is included, the constitution will not be accepted for consideration.

Once the Intent to Reactivate form is completed and the constitution is created (if necessary), submit the completed ITR form and constitution to the Office of Student Life, located in SC 133. The request for reactivation will be reviewed by the Student Activities Committee Ex officio and Chairperson. The group will be notified by email of any revisions that need to be made or notified in writing if recognition as a campus organization has been granted.

NOTE: Groups interested in eventually becoming a social sorority or fraternity will be referred to the appropriate local governing council (Interfraternity Council, National Pan-Hellenic Council, or Panhellenic Council) for additional consultation. Final approval for these groups depends upon meeting the requirements established by the appropriate national governing organization as well as those of the university. Until approved by the local governing council, organizations are not permitted to use the name or designations of the inter/national Greek organizations specifically affiliated with IFC, NPHC, or PHC.

Student Organization Privileges

1. Completion and submission of the ITR form to the Office of Student Life confers the following campus privileges upon the new group for a limited period of time:
 - Inviting membership
 - Obtaining an organization mailbox in the Student Center
 - Publicizing the meetings of the group
 - Reserving meeting rooms
2. Once the constitution has been approved by the Student Activities Committee, and the group is a recognized student organization, the following privileges will be granted:
 - Holding fund-raising activities
 - Opening a financial account through the Controller's Office (AD 301)
 - Obtaining an organization username and password for the purpose of a webmail account or web space on the Ball State server
 - Participating as a group at University-sponsored functions (i.e. Activity Fair, Homecoming events)
 - Utilizing counsel from Student Legal Services (SC L-17)
 - Having organization-sponsored events published on the Communications Center

CONSTITUTION CONSTRUCTION GUIDE

The Constitution Construction Guide outlines the basic elements of a constitution. It will be helpful to use as a reference when creating your organization's constitution and bylaws.

A constitution sets forth the purpose, describes the structure and establishes the identity of an organization. Items that are central to your organization should be included in your constitution, while items subject to revision should be placed within the bylaws.

It is important that your constitution be able to withstand year after year. Refrain from including information that may change, such as specific amounts for dues or a certain time for meetings.

Preamble

The preamble is a statement about the establishment and purpose of the constitution. The name of the organization, a reference to the membership, and a brief purpose of the organization should be included.

We the members of [name of organization], subscribing to the policies and regulations of Ball State University, do hereby establish this constitution to govern the matters within our organization.

Article I – Name

State the name of the organization. Also be sure to add any appropriate acronyms the organization may be referred to and include any national or local affiliations.

The name of this organization shall be [formal name of organization] henceforth referred to as [formal name of organization] and/or [acronym/shortened name].

Although all student organizations recognized by the Student Activities Committee are affiliated with Ball State, organizations are not direct organizations of Ball State and are not to include the terms 'Ball State University', 'Ball State', or 'BSU' in their title when mentioned in the constitution.

Article II – Purpose

The purpose of the group should be stated in a single comprehensive, yet concise, sentence. This statement can be similar to a mission statement. Lettered subparagraphs should be used in the case that parts of the purpose need explanation. State the purpose and activities of your organization in a way that will be easily understood by individuals who may not be familiar with your organization.

Points that generally appear in purpose statements may answer, but are not restricted to, the following questions:

- What is the mission of the organization?
 - To what ends was the organization formed?
 - What are the organization's objectives?
 - How does the organization fit into Ball State University's Mission Statement?
 - Ball State University is an innovative, supportive academic community that inspires students by:
 - Offering action-oriented learning, including immersive out-of-class experiences, research, and study-abroad.
 - Providing extraordinary access to and collaboration with professors who create scholarship to advance knowledge, improve teaching, and transform learning.
 - Engaging state, national, and international communities to enhance educational, economic, and cultural development.
- (Ball State University Mission Statement, accessed online at www.bsu.edu)

If the group is a branch of a national organization, include a statement distinguishing this group from the national organization. For example, "The History Club is a local chapter of the National History Club." If the constitution of the national organization is submitted, it *will not* be approved by the Student Activities Committee. The constitution must be tailored to fit the local organization.

The purpose of [name of organization] shall be to [name points] in order to [name benefits to those in membership] in accordance with the Ball State University mission to [include part of mission statement that fits with benefits and points].

Article III – Membership

Identify who is eligible for membership in the organization and include a non-discrimination policy. This section *must* contain a statement that *limits* organization membership to Ball State University faculty, staff, and currently enrolled students (alumni or community members are not eligible to be members). Recommended items to include in a non-discrimination statement are as follows: age, race, color, gender, religion, national origin, physical or mental disability, sexual orientation or military status in selection of members.

The qualifications for membership should be included in this article. The number of meetings or activities that members are required to attend (if applicable) should be specified. Keep in mind that membership distinction cannot conflict with the paragraph above regarding the statement that members must be current students, faculty, or staff.

If there are fees or dues required, include that information in this article. It is recommended that you not include a specific dollar amount, but rather use a general statement. A separate article for financial obligations can be added immediately following this article if the financial obligations are complex. If this organization is a local organization affiliated with a national organization and national dues are required, include a general statement in the article regarding national dues.

A section on involuntary removal of a member may be necessary. Include the process or grounds for expelling a member, and quorum necessary to conduct a vote.

Include a section regarding how a member can voluntarily withdraw and how they can change status (if applicable to the organization).

You will need to define a quorum in a later article, but it may be necessary to add the number needed for quorum in the case of voting on membership or to expel a member. You will need to choose a number for attendance to cast a vote and how many of these members have to vote a particular way to pass a vote (e.g. In order to expel a member, three-fourths of the membership must be present with a majority vote to pass the expulsion).

Section 1. Membership Eligibility. Membership in [formal name of organization] shall be limited to Ball State University faculty, staff, and students currently enrolled at the University and include [name other eligibility requirements]. Individuals interested in joining [organization name] can join by [insert necessary steps to join the organization].

Section 2. Non-discrimination Policy. [Name of organization] shall not discriminate against any individuals by refusing membership based on age, race, religion, color, gender, sexual orientation, physical or mental disability, or national origin.

Section 3. Membership Responsibilities. Members of [organization name] shall attend [meeting requirements] and pay [dues requirements] each semester. [List any other requirements for maintaining organization membership.]

Section 4. Membership Expulsion. Members of the [title of organization] may be expelled from membership for [fill in the reasons and how many members must be present to vote on the expulsion].

Section 5. Resignation. Members shall be asked to resign from [organization name] if they [meeting and dues requirements and/or other requirements]. If a member wishes to resign from the organization voluntarily or resign from an officer position, they shall [list the protocol].

Article IV – Officers

This article should include the officers of the organization, listed in order of rank, how they are elected, and the length of the term of office. A description of officer duties should also be included.

If the organization has an executive board of officers, state which positions sit on the executive board and what roles the board members hold in regard to the entire operation of the organization. Also be sure to list any officer committees and sub-organizations, members who are involved in them, and what their purpose is to the rest of the organization.

Identify the role of the advisor. Provide a description of the advisor's role in the organization. The advisor also serves as the liaison to the Office of Student Life.

Add a statement on removal of officers, including quorum necessary to remove an officer.

Section 1. Elected Officers. Elected officers of the [name of organization] shall be [list the elected officer positions]. A quorum of [list election quorum, such as three-fourths] of the active membership must be present in order to elect the officers, with a majority vote needed to pass the vote. Elected officers shall serve a term of [include term], at which time new officers will be elected.

Section 2. Officer Duties.

A. [First Officer title]

1. [Job duties]

2. [Job duties]

B. [Second Officer title]

1. [Job duties]

2. [Job duties]

Section 3. Executive Board. The [list officers on the executive board] shall serve as the executive board for [name of organization]. This board will [insert the charge of the executive board]. If your organization has set Committees, then include a Committee section similar to the Executive Board section.

Section 4. Advisor. The advisor of [name of organization] shall [include job description]. The advisor is also the liaison to the Office of Student Life.

Section 5. Removal of Officers. A quorum of [list quorum, such as three-fourths] of the active membership must be present to conduct a vote to request the resignation of an officer, with a majority vote needed to pass the vote.

Article V – Meetings

If the organization has a regular meeting day that will not change from year to year, you may name the day that regular meetings are to be held. However, if the organization's meeting day may change, rather than having to revise the constitution each time a meeting day is changed, it is recommended that the group state the meeting day in general terms (i.e. once a month). Define types of meetings (i.e. formal, informal, paper, etc.) and what constitutes that type of meeting (if applicable to your organization).

Define a quorum for meetings. A quorum is required for all meetings and is the minimum number of members who must be present in order for an organization to "legally" conduct business. The quorum should be as large a number of members as can reasonable be depended on to be present at any meeting. A common specification for quorum is three-fourths of the total membership. The number of quorum may change for different types meetings. For

example, an organization may just need one-half to conduct business, but may require three-fourths to elect officers.

It is a good idea to require a minimum of two officers present at every meeting. One officer would conduct the meeting and the other officer would take notes (minutes) of the meeting.

Meetings will be held [include meeting frequency]. Dates and times will be determined by the Executive Board. At least half of the total membership of [organization name] must be present to conduct business in a regular meeting setting, two of which must be officers.

Article VI – Parliamentary Authority

Every organization should adopt a book of parliamentary procedure, such as the current edition of *Robert's Rules of Order*, to be the guide and parliamentary authority of their organization.

The rules contained in the current edition of Robert's Rules of Order shall govern the [name of organization].

Article VII – Amendments

Identify a process for amending the constitution. Amending the constitution should not be too simple of a process. This allows for stability within the organization. The constitution should always carry the precise date it was last revised. Quorum to pass an amendment to the constitution should also be higher than that of a regular business meeting. Notification of an amendment should be given at the regular meeting prior to the meeting at which an amendment will be voted.

Also, a section should be added as to when the constitution will be revised. Your organization may not need amendments for many years, but it is a good idea to look over the constitution at least every four years to make sure procedures are still occurring in the manner they are stated in the bylaws. Make sure to include this date on the constitution's latest revision.

For meetings in which the [organization name] wishes to amend their constitution, [insert quota and voting requirements]. The proposed amendment must be announced at the meeting preceding the meeting where the amendment vote will occur. The constitution shall include the date it was last revised.

Also, the constitution shall be reviewed for revisions every fourth year by the Executive Board of [organization name]. The Executive Board shall decide if any amendments need to occur, but in the event that the constitution needs no revision, a quorum of three-fourths of the voting membership must be present in order to conduct a vote to pass the constitution until the following fourth year, with a majority vote needed to pass the vote.

SAMPLE CONSTITUTION

This is a sample constitution for a fictional organization at Ball State University. It is intended to provide you with an illustration of a working constitution. You should tailor your constitution to fit the unique qualities and needs of your organization. Use this as a guide.

CONSTITUTION OF THE COFFEE CLUB

PREAMBLE

We, the members of the Coffee Club, subscribing to the policies and regulations of Ball State University, do hereby establish this constitution to govern the matters within our organization.

ARTICLE I – Name

The name of this organization shall be the Coffee Club.

ARTICLE II – Purpose

The purpose of the Coffee Club shall be to celebrate and gain appreciation for the many fine qualities of coffee while sampling and engaging in intellectually stimulating conversation in order to better understand how and where coffee is grown and produced, the processes associated with coffee production and the cultural events of the countries of origin of the coffees being discussed in accordance with the Ball State University mission to “offer action-oriented learning, including immersive out-of-class experiences, research, and study abroad.” (Ball State University Mission Statement, accessed online at www.bsu.edu)

ARTICLE III – Membership

Section 1. Membership Eligibility. Membership in the Coffee Club shall be limited to Ball State University faculty, staff, and students currently enrolled at the University. Individuals interested in joining the organization may complete the membership form obtained from any current member of the organization.

Section 2. Non-discrimination Policy. The Coffee Club shall not discriminate against any individuals by refusing membership based on age, race, color, gender, religion, national origin, physical or mental disability, sexual orientation or military status.

Section 3. Membership Responsibilities. Members of the Coffee Club shall attend meetings monthly and pay dues at the beginning of the semester in order to become active members and have voting privileges.

Section 4. Expulsion. A quorum of three-fourths of the voting membership must be present in order to conduct a vote to request the expulsion of a member or officer, with a majority vote needed to pass the vote.

Section 5. Resignation. Members shall be asked to resign from the Coffee Club if they are absent from three consecutive meetings or have not paid their dues. If a member wishes to resign from the organization voluntarily or resign from an officer position, they shall submit a letter in writing to the president of the organization.

ARTICLE IV – Officers

Section 1. Elected Officers. Elected officers of the Coffee Club shall be the President, Vice President, Secretary, and Treasurer. A quorum of three-fourths of the voting membership must be present in order to elect the officers, with a majority vote needed to pass the vote. Elected officers shall serve a term of one full academic year, at which time new officers will be elected.

Section 2. Officer Duties.

A. President

1. Shall be responsible for the overall operation of the Coffee Club.
2. Shall conduct all meetings.
3. Shall make sure that the officers of the club are performing the duties pertaining to their office.

4. Shall serve as liaison between the Coffee Club and the Office of Student Life.
5. Shall meet regularly with the Coffee Club faculty/staff advisor.

B. Vice President

1. Shall assume Presidential duties in the absence of the President, or in the event that the President departs from office.
2. Shall assist the President, when necessary, with organizational planning of meetings or activities.
3. Shall provide oversight for all committees within the Coffee Club.

C. Secretary

1. Shall handle all communication media associated with the Coffee Club.
2. Shall be responsible for keeping up-to-date records of all club members and any other club affairs.
3. Shall be responsible for arranging and distributing meeting agendas along with schedules of events pertaining to organization events and activities.
4. Shall be responsible for recording and distributing minutes of the Coffee Club meetings.

D. Treasurer

1. Shall oversee and handle all financial matters affiliated with the Coffee Club.
2. Shall collect all membership dues from organization members and issue all receipts.
3. Shall notify the Secretary with regard to members who are delinquent in paying dues.
4. Shall keep up-to-date records of any organization accounts and will aid in the creation of the annual budget.

Section 3. Executive Board. The President, Vice President, Secretary, and Treasurer shall serve as the Executive Board for the Coffee Club. This board will oversee all operations of the Coffee Club.

Section 4. Advisor. The advisor of the Coffee Club shall attend meetings when possible and advise the Executive Board in overseeing the operations of the organization. The advisor will also serve as the liaison to the Office of Student Life.

Section 5. Removal of Officers. A quorum of three-fourths of the voting membership must be present in order to conduct a vote to request the resignation of an officer, with a majority vote needed to pass the vote.

ARTICLE V – Meetings

Meetings will be held monthly. Specific dates and times will be determined by the members of the Executive Board. At least one half of the total voting membership must be present in order to conduct business in a regular meeting setting, two of which must be officers.

ARTICLE VI – Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order* shall govern the Coffee Club.

ARTICLE VII – Amendments

For meetings in which the Coffee Club wishes to amend their constitution, a quorum of three-fourths of the voting membership must be present in order to conduct a vote to amend the constitution, with a majority vote needed to pass the vote. The proposed amendment must be announced at the meeting preceding the meeting where the amendment vote will occur. The constitution shall include the date it was last revised.

Also, the constitution shall be reviewed for revision every fourth year by the Executive Board of the Coffee Club. The Executive Board shall decide if any amendments need to occur, but in the event that the constitution needs no revision, a quorum of three-fourths of the voting membership must be present in order to conduct a vote to pass the constitution until the following fourth year, with a majority vote needed to pass the vote.

BYLAWS

Most organizations do not need bylaws, rather the information can be incorporated into the constitution itself and will suffice. Bylaws incorporate sections that have information and requirements that may change year to year. Larger organizations may find it necessary to add bylaws, in which case, sections should deal with the following areas:

- I. Detailed material concerning members; that is rights, duties, resignation, and expulsion procedures. Provision for honorary, associate members, or honorary officers if the organization so desires.
- II. Provision for initiation fees, if any, dues and assessments should be covered here; also details regarding delinquencies (i.e. fines, service hours, etc.).
- III. Time and method of electing officers and duties of officers if they change from year to year.
- IV. Duties, authority, and responsibilities of an executive council.
- V. The names of the standing committees and the method of choosing chairmen and committee members. The duties of the committees should also be stated.
- VI. The number or proportion of the group constitution a quorum if it changes or in the case of emergency situations.
- VII. A method to amend the bylaws. Usually a majority vote, this process should be much easier than amending the constitution.

You do not need bylaws to accompany your constitution in order to be approved as a student organization. Only use bylaws if you have more than one area that would change each year (i.e. meeting times, appointed officers, fines, etc.).

BSU COMPUTER USERNAME REQUEST FORM **FOR RECOGNIZED STUDENT ORGANIZATIONS**

All recognized student organizations may request a BSU computer username for access to Outlook and Web accounts. To obtain a username, read and follow the instructions below, then complete the form, obtain the necessary signatures, and return it to the Office of Student Life. PLEASE PRINT!

- 1) Recognized student organizations are groups that have been *approved* by the Student Activities Committee.
- 2) This form must be completed by either the faculty advisor or one of the organization's current top two officers (i.e. President or Vice President) and submitted to the Office of Student Life, SC 133. The faculty advisor's signature must be included on this form.
- 3) Within a few days of submitting the paperwork, you will receive a password through campus mail that will be sent to the address specified below under General Information. Because of security concerns, passwords will no longer be sent through e-mail. If at some point, the password for the account needs to be changed, the faculty advisor must approve the password change and can do this by sending a memo to this office. ***The password will not be changed for organization members without written approval from the faculty advisor.***
- 4) Instructions for using the assigned username and password to obtain a Webmail account or iweb space for a website can be found on the attached page.

General Information:

Date: _____

Organization name: _____

Name of person completing this form: _____

Office held in organization: _____ E-mail address: _____

Campus address to which the password can be mailed: _____

Organization's faculty advisor name: _____

Organization's faculty advisor signature: _____

Account Information:

Intended use: _____

Desired username: *(One character per box)*

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Usenames may contain up to 12 characters (letters, numbers) but may not contain spaces or punctuation. The username you choose will become a part of your web address or outlook address.

Return completed form to:

Student Life
SC 133

Student Life Office Use Only

Date received: _____ Date completed: _____

Organization 4-digit code: _____

Student Organizations requesting usernames:

- Please note that a username is only assigned to student organizations that have been recognized by the Student Activities Committee.
- For recently recognized organizations, usernames are only assigned five times during the year.
- Check with Stacey Myers in SC 133 (#5-2621) to find out when the next assignment time will be.

Once a username has been assigned:

- Web Mail account – go to <https://www.bsu.edu/email>. After entering the organization's username and password, follow the instructions. After completing this process, your Web Mail account name will be your organization's username plus @bsu.edu.
Example: coffeeclub@bsu.edu
- Web Space – go to <http://iweb.bsu.edu> then click on 'Support Console' and follow the instructions using the organization's username and password. After completing this process, your Web address will be your organization's username plus .iweb.bsu.edu.
Example: <http://coffeeclub.iweb.bsu.edu>
- Using iWeb, each site may contain up to 2GB of Information. Any questions regarding Web space should be directed to the HelpDesk by e-mail at helpdesk@bsu.edu or by calling 765-285-1517.

Having problems getting started:

- If you are experiencing problems using your designated username and password you should contact the HelpDesk by e-mail at helpdesk@bsu.edu or by calling 765-285-1517.
- If a group loses their password, a new one can be assigned only if the Office of Student Life receives written approval from the faculty advisor – the faculty advisor can e-mail smyers@bsu.edu and request that a new password be generated and given to a particular student.

Your responsibilities as a student organization account owner:

- Security concerns from Information Technology (IT) have prompted strict regulations regarding the assignment of passwords.
- IT recognizes the president of the organization as the account owner. The account owner is responsible for the integrity, availability and confidentiality of the account.
- If others in the organization are given access to the account (i.e. password) then it is the account owner's responsibility to make sure these individuals keep the account secure.
- If the account becomes compromised, it is the account owner's responsibility.
- If the account becomes compromised more than once, then all who have access to the organization's account will need to meet with a representative from UCS Systems Security to discuss the importance of protecting the organization username and password before the account will be reactivated.
 - Identify who compromised account and how it happened
 - It is the president's responsibility to make the organization aware of the compromise and discuss how to prevent it from happening again.
- If you would like more information or would like for someone to come speak with your organization on the importance of protecting not only your personal username/password, but the organization's as well, contact Deb Howell at dhowell@bsu.edu.

**BALL STATE UNIVERSITY
CONTRACT ADDENDUM**

This Addendum shall be interpreted as part of the contract agreement between Ball State University and the Contractor, _____. This Addendum shall supersede any other contract requirement between Ball State University and the Contractor.

- a. **Non-Assignment.** A party may not assign any rights or obligations of the Agreement without the prior written consent of the other party. The Agreement shall be binding upon Company, and its successors and assigns, if any.
- b. **Non-Waiver.** No waiver by any party of any default or nonperformance shall be deemed a waiver of any subsequent default or nonperformance.
- c. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- d. **Amendment.** The Agreement shall be amended only in a writing duly executed by all the parties to this Agreement.
- e. **Severability.** In the event any provision hereof is found invalid or unenforceable pursuant to judicial decree, the remainder of this Agreement shall remain valid and enforceable according to its terms.
- f. **Successors and Assigns.** This Agreement shall be binding upon and inure to the benefit of each of the parties and, except as otherwise provided herein, their respective legal successors and assigns.
- g. **Relationship of Parties.** Nothing contained in this Agreement shall be construed as creating a joint venture, partnership or employment relationship between the parties, nor shall either party have the right, power or authority to create any obligations or duty, express or implied, on behalf of the other party.
- h. **Force Majeure.** In the event that either party is unable to perform any of its obligations under this contract or to enjoy any of its benefits because of (or if failure to perform the services is caused by) natural disaster, actions or decrees of governmental bodies or communication line failure not the fault of the affected party, the party who has been so affected shall immediately give notice to the other party and shall do everything possible to resume performance.
- i. **Indemnification.** Contractor shall indemnify and hold Ball State University, its trustees, officers, employees and agents and the state of Indiana harmless from any and all claims or causes of action, including reasonable attorney's fees, court costs and expenses, arising directly or indirectly from, or relating to Contractor's provision of the services under the Agreement or from actions of his or her agents or employees.
- j. **Taxes.** Ball State University is exempt from state, federal, and local taxes and will not be responsible for any taxes levied on the Contractor as a result of the Agreement.
- k. **Attorney's Fees.** Ball State University will in good faith perform its required obligations hereunder and does not agree to pay any penalties, liquidated damages, interest, or attorney's fees, except as required by Indiana law. Should action against Contractor be necessary by Ball State University to enforce this Agreement, and Ball State is successful, Contractor shall pay to Ball State any and all reasonable attorney's fees, court costs and expenses incurred.
- l. **Notice.** Any notice given pursuant to the Agreement shall be in writing and delivered and sent by United States mail, postage prepaid, to the parties at their respective addresses below unless notice of a different address is provided as herein described by a party.
- m. **Governing Laws and Jurisdiction.** The terms of the Agreement shall be governed and construed under the laws of the state of Indiana. Jurisdiction and venue regarding any dispute hereunder shall be vested in either the state courts of Delaware County, Indiana, or the United States District Court for the Southern District of Indiana, Indianapolis Division.

By Contractor:

By Ball State University:

Signature

Signature

Printed Name and Title

Printed Name and Title

Date:

Date:

Federal Tax I.D. Number

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT!

RELEASE AND WAIVER OF LIABILITY

This Release and Waiver of Liability (the "Release") executed this ____ day of _____, 20____, by _____ (the "Participant") in favor of Ball State University, a state-assisted institution of higher education located in Muncie, Indiana, its trustees, directors, officers, employees, and agents (collectively, the "University").

The Participant desires to engage in a variety of indoor and outdoor activities related to being a Participant (the "Activities"). The Participant understands that the Activities may include rigorous physical activities.

The Participant does hereby freely, voluntarily, and without duress execute this Release under the following terms.

Waiver and Release. Participant and/or Guardian do(es) hereby release and forever discharge and hold harmless University and its successors and assigns from any and all liability, claim, and demands of whatever kind or nature, either in law or in equity, which may arise or may hereafter arise from Participant's Activities with University.

Participant and/or Guardian understand(s) and acknowledge(s) that this Release discharges University from any liability or claim that the Participant and/or Guardian may have against University with respect to any bodily injury, personal injury, illness, death, or property damage that may result from Participant's Activities with University, whether caused by negligence of University or its officers, directors, employees, or agents or otherwise. Participant and/or Guardian also understand(s) that University does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury or illness.

Medical Treatment. Participant and/or Guardian do(es) hereby release and forever discharge University from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with Participant's Activities at University or with the decision by any representative or agent of University to exercise the power to consent to medical or dental treatment as such power may be granted and authorized in the Parental Authorization for Treatment of a Minor Child.

Assumption of Risk. The Participant and/or Guardian understand(s) that the Activities include rigorous physical activities that involve a certain degree of risk.

Participant and/or Guardian hereby expressly and specifically assume(s) the risk of injury or harm in the Activities and release(s) University from all liability for injury, illness, death, or property damage resulting from the Activities

Insurance. The Participant and/or Guardian understand(s) that, except as otherwise agreed to by University in writing; University does not carry or maintain health, medical, or disability insurance coverage for any Participant. **Each Participant is expected to carry medical or health insurance.**

Photographic Release. Participant and/or Guardian do(es) hereby grant and convey unto University all right, title, and interest in any and all photographic images and video or audio

recordings made by University during the Participant's Activities with University, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

Other. Participant and/or Guardian expressly agree(s) that this Release is intended to be as broad and inclusive as permitted by laws of the state of Indiana, and that this Release shall be governed by and interpreted in accordance with the laws of the state of Indiana. Participant and/or Guardian agree(s) that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release, which shall continue to be enforceable.

IN WITNESS THEREOF, Participant and/or Guardian has(have) executed this Release as of the date first above written.

Participant:

Please sign your name

Please print your name

Street Address or P. O. Box

City, State and Zip

Phone Numbers

Home

Work

Witness:

Signature

Printed Name

Guardian for person under 18 (if parents are divorced, the custodial parent must sign)

Please sign your name

Please print your name

Street Address or P. O. Box

City, State and Zip

Phone Numbers

Home

Work

 BALL STATE UNIVERSITY.	BALL STATE UNIVERSITY TEMPORARY EVENT FOOD SERVICE FORM
--	--

NAME OF EVENT: _____
 ORGANIZATION: _____
 DATE SUBMITTED: _____ NUMBER ATTENDING: _____
 LOCATION OF EVENT: _____ DATE(S): _____ START TIME: _____ END TIME: _____
 NAME OF GROUP (OR VENDOR) SERVING FOOD AT EVENT: _____
 NAME OF PERSON-IN-CHARGE OF EVENT: _____ PHONE: _____
 ADDRESS: _____ FAX OR EMAIL: _____

MENU (list all food and drinks to be served)	SOURCE OF FOOD (caterer, grocery, restaurant)

Important!

- Groups may not serve any food prepared in their homes – *including baked items*
- The attached temporary food service requirements must be followed
- The “person-in-charge” must be present at all times of food preparation and service

1. What, if any, foods will be cooked at the event? _____
(Potentially hazard foods must be cooked to the required temperatures for service)
2. How will food be cooked at the event? _____
(Reheated foods must be kept at a temperature above 165° F prior to serving)
3. How will hot foods be kept hot? _____
(Hot foods must be kept at a temperature above 135° F until served)
4. How will food be kept cold? _____
(Cold foods must be kept at a temperature below 41° until served)
5. How will food be transported? _____

HOW WILL FOOD BE PROTECTED FROM CONTAMINATION DURING STORAGE, PREPARATION, AND SERVICE? _____

Signature of Person-in-charge: _____ Date: _____
(the Person-in-Charge is responsible for compliance with all food sanitation and safety requirements for the event and must be knowledgeable of those requirements and practices necessary to prevent food-borne disease transmission)

<p><u>You must submit this form at least 7 days in advance of the event(s) to:</u> Environmental Specialist, Environmental Health and Safety Office Facilities Planning and Management, Ball State University 3401 North Tillotson Avenue, Muncie, Indiana 47306 Phone: 765-285-2807 Fax: 765-285-6607 Email: tlrussell@bsu.edu</p>
--

EHS Approval, Rejection, or Conditions: _____

Student Life Events This Week Email Submission Form

The *Events This Week* email is sent weekly to all Ball State Students and is a program sponsored by the Office of Student Life for recognized student organizations to advertise their events. The emails will be sent every Wednesday afternoon, with the hope of highlighting programs (particularly on the weekend) while at the same time cutting down on the number of mass emails that are sent to students. Here are the basic parameters:

1. Each message can be no longer than 75 words. Ideally, you will have a short message with a link to a website with any additional information. All of the basic information needs to be included, such as purpose of event, location, date, time, contact person, etc. Student Life reserves the right to edit submissions for clarity.
2. This **should not** be used to announce regular meetings. A special recruitment meeting or program may be appropriate, but these should really be events where you would like to see a larger attendance.
3. Events will be set to 'expire' so that they come off the Communications Center the day following the event.
4. Off-campus events will not be promoted.
5. Only events sponsored by Ball State University Student Activities Committee recognized student organizations will be promoted.
6. Series of events, such as a 'week of events' should be submitted as one posting and it is suggested that a link to a Web site with additional information be provided. Specific events within the series, such as a major speaker or performer, may be highlighted as an individual submission.
7. For events to be included in the *Events This Week* digest email sent each Wednesday, submissions must be received by 5:00pm on Tuesday.

Items with an * indicate a required field.

Student Organization *	_____
Title of Event *	_____
Date of Event *	_____
Start Time *	_____
End Time	_____
On-Campus Event Location *	_____
Description of Event *	_____ _____ _____ _____
Event Cost	_____
Link to Web site	_____
Contact Name *	_____
Contact Phone	_____
Contact Email *	_____

Student Life reserves the right to edit submissions for clarity or accuracy or to not include a submitted event on the 'Events This Week' email. For more information, contact the Office of Student Life, Student Center 133, 765-285-2621, studentlife@bsu.edu.

L. A. PITTENGER STUDENT CENTER POLICY QUICK REFERENCE

STUDENT CENTER GENERAL POLICIES

- Reservation requests must be submitted at least 24 hours in advance and by 12 noon on Thursday for weekend events. Last minute reservations will not be accepted. Reservations can be made by phone (765-285-1850), through the online request form (<http://bsu.edu/forms/studentcenter/reserveform/>), or on paper in Student Center room 224.
- Major changes will not be accepted without 24 hours notice or by 12 noon Friday for weekend events. Major changes in set-ups may result in additional charges.
- Cancellations must be received at least 48 hours before the event is scheduled to begin and no later than 12 noon Friday for the weekend events.
- Uniform security for dances must be arranged through the Assistant Director. Payment must be made 30 days prior to the event or the event is automatically cancelled. There will be no reinstatement of the reservation.
- Failure to comply with any guidelines outlined in the Policy Manual and/or requests by Student Center staff may result in action by the staff to deny privileges and/or assess appropriate charges.
- Sponsor(s) assumes all financial responsibility for damage to facility resulting from their event; reserved space and public spaces.
- In order to reserve the facility, or any part thereof, a client must fall under one of the following categories and will be bound by all general and specific policies, procedures, etc. for that category. Student Organizations: Must be a recognized student organization, or a campus related organization registered with the Student Life Office, or a student organization awaiting recognition under the regulations of that office.

DECORATIONS POLICY

Organizations are expected to strictly adhere to this policy. Failure to do so may jeopardize privilege to schedule future events and result in cancellation of any confirmed events.

- Decorations/displays must be free standing. Nothing may be affixed in any manner to any surface.
- Expressly prohibited is: nailing, tacking, taping materials to painted surfaces, woodwork; or fastening display materials to draperies, light fixtures, and/or ceiling.
- Keep doorways, halls, and stairs unobstructed by decorations.
- Candles or any open flames are strictly forbidden, no exceptions.
- Absolutely no hanging materials from the fire sprinkler system.
- Any decorations not made of flameproof material must be approved in advance by Facilities Assignment Coordinator (FAC)
- Any painting and/or construction of decorations/displays in the Student Center must be approved in advance and specifically listed in the Decorations Agreement Form. Limited assembly may be permitted if approved in advance on the Decorations Agreement Form.
- Arrangements for lighting effects must be approved in advance with the FAC.
- All light bulbs over 60 watts must be at least 5" away from any surface. Also, special decorative collars are not allowed at the neck of a bulb in any electrical socket, as they present a fire hazard.
- Water fountains or pools are not permitted.
- All decorations/display material must be removed immediately after the function. Failure to do so will result in disposal of all items left behind and a labor charge assessed to the sponsoring organization.
- Whenever there is a question on the use of something not listed above, it is the sponsoring organization's responsibility to review with the FAC.

FOOD POLICY

- University Catering (UC) is the exclusive catering service for the Student Center. Organizations and/or University departments providing any type of refreshment(s), and/or meal, for their event/meeting in the facility are required to utilize UC. Using any other catering service, or bringing in their own food/drink, is prohibited and could result in loss of privileges.
- The food court will not be able to deliver food and/or drinks in the Student Center.
- Campus organizations may have through-line service for meals in rooms with the following exceptions: Cardinal Hall, Ballroom, Forum Room, Music Lounge, Terrace Dining, and the Founders Room. (Through-line service is defined as having an organization's members go through the lines at the food court and taking their purchases to their meeting room.)

Student Government Association Co-Sponsorship Guidelines

---Please retain a copy of this form for your records---

The application must be submitted on-line AT LEAST 30 days before the event if requesting funds under \$1000, and AT LEAST 60 days before the event if requesting funds over \$1000.

1. The SGA co-sponsorship committee is comprised of one member of each of the four caucuses from the Student Senate. The Treasurer of the Student Government Association shall serve as an ex officio, non-voting member and shall receive all applications for co-sponsorship. A staff member from the Office of Student Life will serve as the advisor to the co-sponsorship committee.
2. Student organizations applying for funds must be officially recognized through the Office of Student Life.
3. All co-sponsored events must begin and be held within the boundaries of Ball State University campus. Events taking place off-campus are prohibited.
4. Applications for co-sponsorship must demonstrate a benefit for Ball State University students, and/or the Student Government Association in some manner.
5. Student Government Association requires recognition, in all forms, as a co-sponsor of the event. This includes but is not limited to: fliers, brochures, advertisements, and Daily News correspondence.
 - a. Regarding printing jobs: SGA requires organizations to use the services of Cardinal Copy Center in AJ 247 for all print jobs.
 - b. Regarding events that involve food: for any events held in the Student Center or Alumni Center, organizations are required by university policy to order food and refreshments through University Banquet & Catering, 765-285-3500. For events held in sports facilities (Irving Gym, Worthen Arena, Lafollette Field), organizations must contact Special Events Management Autumn Duncan, 765-285-1151, for direction on the best vendor to use based on the event location.
 - c. A University Banquet & Catering order must be placed at least 8 days prior to the event date so as not to incur 20% late order fee. SGA is not responsible for any Catering late charges.
6. Events must be **free** of charge and open to all Ball State University students. Groups cannot charge for any part of the event. Non-monetary donations (i.e. food drive or clothing drive) may be collected as long as it is not required for admission.
7. Requests for funds must be submitted **on-line at least 30 days prior to the day of the event if requesting less than \$1000. Any requests for funds over the amount of \$1000 may be considered, but must be submitted 60 days prior to the day of the event.** Both co-sponsorship guidelines and the on-line application can be found at www.bsu.edu/studentlife/appsforms in the Student Government Association Co-sponsorship paragraph or on the SGA website www.bsu.edu/sqa. After an application is submitted electronically, a budget for the event must be emailed (in Word, Excel or pdf form) to SGA Treasurer J.P. Bechtel, jpbachtel@bsu.edu. Once the application and budget have been submitted, they will then be reviewed by the Co-Sponsorship Committee and Executive Council for approval. The committee can choose to fund in full, partial, or not at all.

8. Disbursement of Funds:

- a. Funds approved through co-sponsorship will not be deposited directly into the student organization's account. Costs associated with events must be paid through a contract, invoice, or reimbursement to an individual with an accompanying receipt. If the organization is contributing funds toward the event, a valid student organization account number must be included in the request.
- b. If the event involves an individual or group being paid to perform (such as a speaker, comedian, BSU student DJ or musical group), a University contract must be generated. Please allow at least 2-3 weeks for this process. The staff in the Office of Student Life will help you with this process.
- c. Expenses covered by SGA are tax-exempt and we cannot reimburse sales tax.
- d. The original receipts and documents must be submitted to the Student Government Association Treasurer Megan Gish, SC 112A, no more than seven (7) days after the date of the event. Any unaccounted for funds beyond this time period will revert back to the Student Government Association and the expenses may not be reimbursed.
- e. Failure to return a copy of all receipts within seven (7) days will result in a disqualification of co-sponsorship for your organization for the term of one semester.
- f. Organizations will not be considered for future co-sponsorship until all original receipts and unused funds are turned into the Treasurer of Student Government Association and a summary report is completed.
- g. Student Government Association must be notified of any major changes to your planned budget. A major change would consist of an adjustment of \$50 or more in a specific area, or the allocation of new funds. This must be done within two days of the event.

9. The following things will NOT be funded by SGA:

- a. Non-student generated programming
- b. Club Sport organizations. (Funding for Club Sports is available through the Office of Recreation Services)
- c. Charitable contributions. Funds received in co-sponsorship from SGA cannot be donated to a non-profit organization. Non-monetary charitable contributions are acceptable, i.e. clothing drive, canned food drive.
- d. Student travel or any related expenses for travel away from campus
- e. Retroactive funding for prior commitments or events held
- f. Events involving alcoholic beverages
- g. Wearing apparel
- h. Gift cards or gift certificates
- i. Legislative lobbying efforts
- j. Partisan political activity or support of any candidate for campus or public office
- k. Grants-in-aid, scholarships, wages, loans, individual membership dues, or other compensation to members or officers of organizations
- l. Ball State University faculty, staff, and students of sponsoring organization may not receive any non-contractual personal gain from program or activity
- m. Speaking fees for speakers who do not already have a social security number or TIN number

- These guidelines will be enforced by the Treasurer and the Co-Sponsorship Committee of the Student Government Association.
- Your organization must hereby agree with and understand all of the above Student Government Association Co-Sponsorship guidelines.
- If you have questions, contact SGA Treasurer J.P. Bechtel at 765-285-8631 or jpbachtel@bsu.edu.

Fast Facts

Tips to assist you as you plan your budget for SGA Co-sponsorship

Advertising on campus:

Daily News Ads – open display rates are \$11.50 per column inch. So this means that a 3 column by 5 inch ad would cost \$172.50: $3 \times 5 = 15 \times \$11.50 = \172.50 . For additional rates, contact the Daily News at 765-285-8246. ***Please note that SGA does not typically fund off-campus advertising (such as the Star Press) since the event is geared toward the Ball State community.***

Student address labels – if you want to send a flyer to students, student address labels can be obtained for FREE from the Office of Student Life. Groups must cover the cost of *copying* the flyer and any off-campus postage, if you choose to send to students living off-campus. Plan on about one week from the time you submit your flyer for approval to the arrival of the labels in the Student Life office, SC 133.

Advertising in Residence Halls – student organizations must take flyers to Lafollette N-13 for approval from Housing & Residence Life Associate Director Cathy Bickel. The Housing Staff will post the flyers for you. It is recommended that you bring two flyers per hall for a total of 70. Groups must cover the cost of copying the flyers. In addition, flyers can be posted for free on the kiosks that are located around campus.

Reaching all students through email – The Office of Student Life utilizes the weekly digest of student events to advertise through e-mail. If you are interested in including your organization's event, email studentlife@bsu.edu for more information.

Copying costs – flyers copied at the Cardinal Copy Center located in AJ 235, 765- 285-4771. The cost of copying an 8½"x11" sheet of paper onto colored paper typically is 6¢ per copy. (Cost may vary depending on the type of paper used.)

Food/Refreshments – for any events that are held in the Student Center or Alumni Center, organizations are required by university policy to order food and refreshments through University Banquet & Catering, 765-285-3500.

For events held in sports facilities (indoor/outdoor locations such as Irving Gym, Worthen Arena, Lafollette Field, etc.), organizations must contact Special Events Manager Autumn Duncan at 765-285-1151, who will advise you of the best vendor for your event.

Reserving space for an event – visit Charlie Scofield in Student Center Room 224.

Although most spaces on campus are free to student organizations, there is a cost for Emens Auditorium. If you are interested in holding your event in Emens, contact Auditorium Director Bob Myers at 765-285-1539 to discuss rental fees and labor costs.

Speaker Expenses: Student organizations tend to request a variety of things when it comes to speaker expenses. Use this handy list to help you out!

Airline expense – seek airline prices using the internet. Round trip airfare from Chicago to Indy typically costs less than \$200.00. (SGA will not fund a first class ticket.)

Ground transportation to/from the Indianapolis airport – based on the Ball State Travel Regulations, the drive to the airport is 140 miles round trip and the reimbursement is 40¢ per mile (140 round trip miles x 40¢ per mile = \$56.00). If you have someone picking up a speaker from the airport and also returning a speaker to the airport, the total request would be for \$112.00 (140 round trip miles x 40¢ per mile x 2 trips = \$112.00).

Meals – typically if the individual is dining at a local restaurant, the cost will be \$15.00 or less per meal.

Lodging – lodging at the Pittenger Student Center hotel per night:

For one person - two twin beds = \$61.60 (tax included)

For two people – two twin beds = \$69.44 (tax included)

For one or two people – one king or queen bed = \$72.80 (tax included)

***Keep in mind that if SGA chooses to fund speaker fees, the Office of Student Life will generate a contract for the speaker. A contract must be generated at least two weeks prior to the date that the speaker is coming to campus. SGA will not fund speaking fees for international speakers. ***



Procedures for Co-sponsorship with UPB

The Ball State University Program Board is the largest programming organization on the Ball State campus and serves students, faculty, staff, alumni, and community members with a vast array of programs. In support of events sponsored by other organizations, University Program Board will consider co-sponsorship. The following describes what you need to do to co-sponsor an event with UPB:

It is required that you approach UPB at least eight weeks in advance of when you would like to co-sponsor a program. Once you submit your proposal, the president of UPB will contact you about setting up an appointment to meet and discuss your co-sponsorship before it is voted on by the UPB Executive Board. During this time the details of the program can be discussed, and ways in which both organizations will be involved can be identified. Only the president will deal with cosponsorships.

Before you complete and submit the co-sponsorship proposal available [here](#), please consider the following preprogram details:

1. Program goals
2. Target audience (whom is the program designed to serve?)
3. Date and time (consider university calendar and conflicts)
4. Location (reservations made through Charlie Scofield at 765-285-1850)
5. Availability of resources (location, talent, volunteers, etc.)

UPB is not a funding board. Our policy is to share costs, labor, and volunteers equally. When the co-sponsorship proposal is complete and UPB feels that enough information has been provided for the board to consider the program, the president will submit the proposal to the UPB Executive Board for approval by affirmative vote. If your proposal is passed, then your organization will be required to sign a formal written contract with UPB. The stipulations, terms, and conditions for all cosponsorships with UPB are as follows:

1. The UPB logo must appear on any and all promotions.
2. UPB must be recognized at the event.
3. UPB will not purchase tangible items (prizes) or give donations.
4. No deposits or advance payments will be made by UPB.
5. Moneys payable to UPB should be in the form of a check. If an account transfer will be used, please contact UPB before making the payment.
6. UPB and the co-sponsor shall not be responsible for any items heretofore mentioned when prevented from doing so by an act of God or any other legitimate condition beyond its control.
7. Alcohol is prohibited at UPB events. If it is present at the event, or the co-sponsor arrives in an intoxicated state at the event, the co-sponsor forfeits any claim to payment from UPB.
8. UPB will not be able to co-sponsor an event if the participants are being charged to attend the event.

Works Cited:

Slaughter, J. (2005,). Parliamentary procedure. Retrieved from
<http://www.jimslaughter.com/parlpro2005.htm>

Ball State University's Advisor's Handbook 2011-2012

Ball State University's Student Organization Handbook 2011-2012

www.bsu.edu